

Information and Instructions for Authors

The following notes are primarily for those preparing applications; other authors should comply with the relevant sections. Applications should be prepared in the format of recent parts of the *Bulletin*; manuscripts not prepared in accordance with these guidelines may be returned. For more detailed instructions see http://www.iczn.org/Instructions_for_authors.htm.

General. Applications are requests to the Commission to set aside or modify the Code's provisions as they relate to a particular name or group of names when this appears to be in the interest of stability of nomenclature. Authors submitting cases should regard themselves as acting on behalf of the zoological community and the Commission will treat applications on this basis. Applicants should discuss their cases with other workers in the same field before submitting applications, so that they are aware of any wider implications and the likely reactions of other zoologists.

Text. Formatted with double spacing, this should consist of numbered paragraphs setting out the details of the case and leading to a final paragraph of formal proposals. Text references should give dates and page numbers in parentheses, e.g. 'Daudin (1800, p. 49) described ...'. If the plenary power of the Commission is sought, this necessity should be clearly explained (with reference to the relevant Articles of the Code).

References. These should give all authors of a publication. Where possible, ten or more reasonably recent references should be given illustrating the usage of names that are to be conserved or given precedence over older names. The title of periodicals should be in full and in italics; number of volumes, parts, etc. should be in Arabic figures, separated by a colon from the page numbers. Book titles should be in italics and followed by the number of pages and plates, the publisher and place of publication.

Submission of application: Applications should be submitted electronically preferably by email (within the message or as an attachment) to 'iczn@nhm.ac.uk'. When submitted by post, one copy should be sent to: The Executive Secretary, International Commission on Zoological Nomenclature, c/o The Natural History Museum, Cromwell Road, London SW7 5BD, U.K. The typescript should be accompanied by a disk with copy in IBM PC compatible format (disks and attachments to be in Word, rtf or ASCII text). It would also be helpful if applications were accompanied by photocopies of relevant pages of the main references where this is possible.

The Commission's Secretariat is very willing to advise on all aspects of the formulation of an application.

Illustrations

If a neotype designation is requested it is strongly advisable to submit an appropriate illustration in TIFF format of sufficiently high resolution for printing. Hardcopy figures will be accepted, at discretion of the Editor. It is desirable to illustrate both specimen and its label, with a scale bar. Furthermore, we are willing to consider illustrations of the organisms under discussion contributed simply to add visual interest to the applications. Line drawings should be high-resolution TIFFs at 600–1200 dpi; photographs may be 300–400 dpi. If the files are difficult to send electronically, LZW compression of TIFF files allows recovery of original file quality. Please note that JPG format often introduces artefacts in printing, thus we are not able to accept JPGs.